

THE UNIVERSITY OF TEXAS AT ARLINGTON

TITLE: Employer Relations Specialist (Career Development Specialist)

EARLIEST START DATE: As Soon As Possible

SALARY: \$2690/monthly (negotiable depending on qualifications)

PURPOSE:

NEW Employer Relations position. Support Employer Relations unit; manage the on-campus recruitment program; post positions/create interview schedules in job database; create publicity materials to promote on-campus recruitment program; inform students about upcoming interviews; assist with the implementation of Job Fairs and other employer events; perform other office duties as assigned.

DUTIES AND RESPONSIBILITIES:

1. Coordinate, promote and evaluate the employer on-campus recruitment program (on-campus interviews/information sessions).
2. Assist in the development of relationships with employers in order to increase employment opportunities for students and alumni; including reaching out and being an initial contact with employers, assisting them to get registered in the job database, helping them post jobs, scheduling information sessions, and setting up on-campus interviews.
3. Reserve room for on-campus interviews, information sessions and various employer events.
4. Create and send out publicity materials (emails and flyers) to students and alumni to increase awareness about the on-campus employer recruitment program.
5. Assist with the implementation of Job Fairs.
6. Act as a liaison between the Career Development Center and UT Arlington academic departments/colleges.
7. Attend conferences and workshops regarding career planning and recruiting trends.
8. Perform other office duties as assigned.

REQUIRED QUALIFICATIONS:

Bachelor's degree. One year professional level experience working in a full-time position in a university or college, preferably in a career services environment or equivalent education experience. Proficient in MS Office Suite. Strong written and verbal and communication skills are essential. Excellent organizational skills and ability to prioritize workload.

PREFERRED QUALIFICATIONS:

Master's degree. Degree in Business, Communications, or English is a plus; experience in public relations, marketing or sales, event planning and coordination, development or recruiting.

KNOWLEDGE, SKILLS AND ABILITIES:

Proficiency in Microsoft Office Word, Excel, Outlook and limited Publisher or limited Adobe Photoshop use. Proficiency in Adobe Reader or Adobe Acrobat. General knowledge of using Windows products, printers, copiers and fax machines.

WORKING CONDITIONS:

General office conditions, with the majority of time spent working at a computer. Professional activities and participation in Student Affairs may include off site meetings. Repetitive use of keyboard at work station. Use of manual dexterity. Ability to lift up to 25lbs. Monday – Friday from 8:00a.m. to 5:00p.m. Some evening and weekend work **will be** required. Security sensitive, criminal background check conducted.

TO APPLY:

Submit your resume, cover letter and reference list [online](#).